**DOMINIC PARKER**

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| **SUMMARY** |  |
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Detail-oriented Administrative Assistant with 4 years of experience supporting high-level executives and cross-functional teams in fast-paced environments. Proficient in office management software, calendar coordination, and process optimization. Proven ability to streamline operations, improve communication, and increase efficiency. Seeking to leverage organizational and technical skills to support administrative functions in a dynamic tech company.

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| **SKILLS** |  |
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| * Calendar & Email Management * Microsoft Office Suite (Excel, Word, Outlook) * Google Workspace (Docs, Sheets, Calendar) * Data Entry & Document Management * Project Coordination * Meeting & Travel Arrangements | * Communication & Interpersonal Skills * Problem-Solving * Time Management * Confidentiality & Discretion * CRM & Scheduling Software * Multitasking Under Pressure |

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| **WORK HISTORY** |  |
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**Administrative Assistant**, TechNova Solutions – Seattle, WA March 20xx – Present

* Managed calendars and scheduled meetings for 5 senior managers, ensuring zero scheduling conflicts.
* Streamlined internal filing system, reducing document retrieval time by 40%.
* Coordinated travel arrangements, itineraries, and reimbursements with 100% accuracy.
* Assisted in onboarding 15+ new hires by preparing documentation and orientation schedules.
* Created weekly status reports for ongoing projects using Excel and Google Sheets.
* Acted as point of contact between departments, improving cross-team communication.
* Supported virtual team collaboration with Zoom scheduling and note-taking.

**Office Administrator**, CloudCore Technologies – Austin, TX July 20xx – Feb 20xx

* Provided administrative support to a 20-person team including meeting coordination and agenda preparation.
* Managed client correspondence and handled sensitive information with discretion.
* Processed and submitted expense reports with 98% accuracy rate.
* Maintained vendor relationships and handled office procurement.
* Developed an internal tracking system for inventory and supply ordering.
* Collaborated with HR on maintaining personnel records.

**Executive Assistant**, ByteForge Inc. – Boston, MA June 20xx – June 20xx

* Supported CEO with calendar, travel, and communications.
* Drafted and edited internal memos and client-facing documents.
* Assisted in event planning for 5+ company workshops and meetings.
* Maintained CRM records for over 100 client accounts.

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| **EDUCATION** |  |
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**Master of Business Administration (MBA)**

University of California, Berkeley – 20xx GPA: 3.9/4.0

**Bachelor of Arts in Communication**

University of Illinois at Urbana-Champaign – 20xx GPA: 3.7/4.0

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| **CERTIFICATIONS** |  |
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Certified Administrative Professional (CAP) (ABC Institute)

Microsoft Office Specialist – Excel Associate (CKAD Group Ltd)

Time Management Fundamentals (LinkedIn Learning)